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February 1, 2008

MEDICAID INFORMATION RELEASE MA08-03

To:

Non-Emergent Commercial Transportation Providers

From:

Leslie M. Clement, Administrator

Division of Medicaid

Subject:

Changes to Non-Emergency Transportation Provider Qualifications and Duties

This is a reminder to all Non-Emergent Transportation Providers, that effective March 30, 2007, IDAPA transportation rule 16.03.09, 874.01.e changed. Commercial transportation providers are required to comply with IDAPA 16.05.06, "Rules Governing Mandatory Criminal History Checks." All employees and contractors providing direct care services, or who have access to children or vulnerable adults as defined in Section 39-5302(10), Idaho Code, must register with the Department's Criminal History unit and receive an employer identification number. This must be done before criminal history and background check applications can be processed.

Transportation agencies must register through the Criminal History Web site at:

www.chu.dhw.idaho.gov and be assigned an employer criminal history identification number. After an agency is registered, individuals can submit applications and schedule fingerprinting appointments through the Web site. Agencies can also access copies of their employee's applications and print clearance letters once the background check is complete. The cost of a background check is \$48.00. This fee must be paid at the time of fingerprinting, unless the agency has set up an invoice account with the Criminal History unit and receives a monthly statement.

At the fingerprinting appointment, the Department of Health and Welfare will print the application and notarize the individual's signature. Those who are in a rural area, and unable to get to one of the criminal history fingerprint locations, can mail the printed, signed, and notarized application, the fingerprint card, and the \$48.00 fee to the nearest Criminal History unit. Locations are listed on the Web site. Mail-in fingerprints must be on the specific Criminal History unit fingerprint card.

To get more information about the criminal history background check process, to learn how to set up an invoice account, or to request brochures about the department's background check process, please send an e-mail to the Criminal History unit at: **crimhist@dhw.idaho.gov** or call: (208) 332-7990 or (208) 332-7997. You can also FAX your request to: (208) 332-7991.